Garnishment – No Vendor in HRMS

Transaction Code: PA30

Purpose Use this procedure to create a one-time garnishment deduction for an employee.

Trigger Perform this procedure when the garnishment vendor is not established in HRMS.

Prerequisites The requesting vendor is infrequently used and does not have a vendor number in

HRMS.

End User Roles In order to perform this transaction you must be assigned the following role:

Payroll Processor, Payroll Supervisor, Payroll Analyst

Change History	Change Description	
1/07/2009	Procedure created.	

Menu Path Human Resources → Personnel Management → Administration → HR Master Data

→ Maintain

Transaction Code PA30

Helpful Hints

Creating a deduction using the *Garnishment* Document (1094) and using vendor number 9999999 is not applicable for this procedure. This vendor number is reserved for processing Writs of garnishment only. This process described in this document will deposit the monies into GL5199 where the agency will use the A19 process to create a vendor warrant to pay the garnishing vendor.



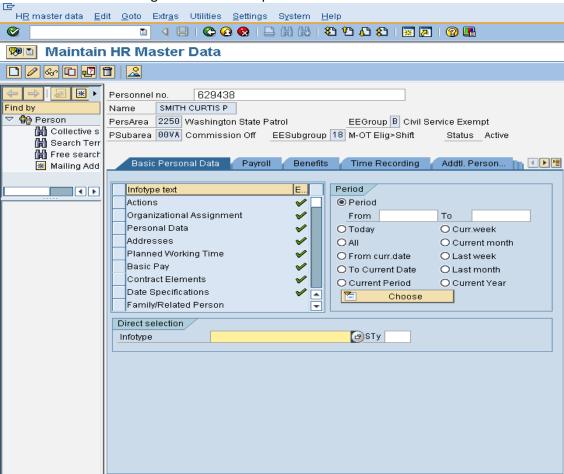
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description		
Error	Example: Make an entry in all required fields. Action: Fix the problem(s) and then click (Enter) to validate and proceed.		
Warning	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.		
Confirmation or	Example: Save your entries. Action: Perform the required action to proceed.		



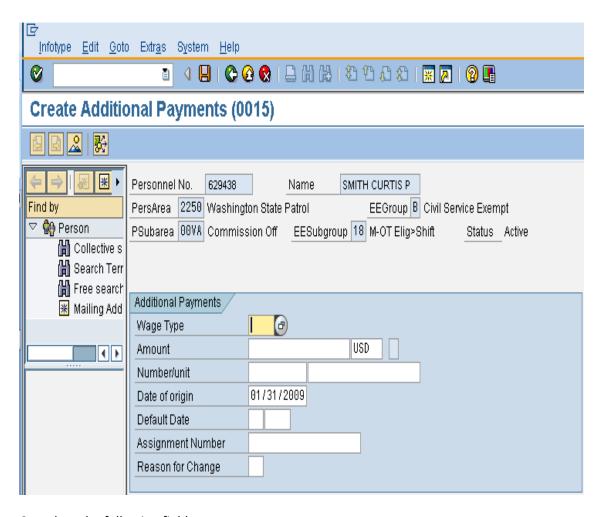
Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.



- 2. Click the Payroll tab to select.
- 3. Select the blue box to the left of Additional Payments to select.
- 4. Click (Create) to create a new record.

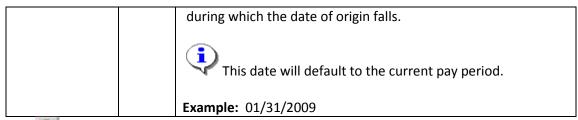




5. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry				
Field Name	R/O/C	Description		
Wage type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. Example: 3100 (Agency Reimbursement)		
Amount	R	It is the total dollar value of a wage type. Example : 135.28		
Date of origin	R	This is a field on Additional Payments infotype used to record the date on which the payment or deduction is effective. The payment or deduction will be processed in the pay period		





- 6. Click (Enter) to validate the information. Verify you have accessed the correct employee record.
- 7. Click (Save) to save.
 - The system displays the message "Record created."
- 8. You have completed this transaction.

Results

You have successfully created a one-time garnishment for a vendor that does not have a vendor number in HRMS.

Comments

Once payroll has processed, this will deposit the monies deducted to the General Ledger account 5199. Use OFM's A19 vendor pay process for PAY1 to produce a warrant.

